

# Workplace Alaska

## Class Specification Natural Resource Specialist II

<b>Created:</b> 11/27/2002 by Connie Preecs	<b>AKPAY Code:</b> P6642	<b>Class Code:</b>	PH0312
<b>Finalized on:</b> 11/16/2002	<b>Class Outline Cat:</b> B	<b>Class Range:</b>	16
	<b>Approved by:</b> Diane Coros	<b>Class Status:</b>	Active
<b>Category:</b> Professional	<b>Class Title:</b>	Natural Resource Specialist II	
<b>Original Date:</b> 09/24/1982	<b>Use MJR Form:</b>	Standard	

### Original Comments:

Established. Incorporates Land Management Technician I; Land Management Officer I-V; Deputy Director, NR; and others.

### Subsequent Revision Dates/Comments:

10/10/94 - Update of clerical references in the NRT MQs (CDswanson).  
05/01/95 - Minor change to NRT II MQs (CDswanson).  
11/16/2002 - Natural Resource study, title changed from "Officer" to "Specialist" class code changed from P6653, revised specs and broadened MQs (cpreecs/jkidd).  
12/03/2004 - MQs revised (Powelson)  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** 02/03/2009      **EEO4:** B      **SOC:** 19-1099      **Census:** 02

### Last Update Comments:

MQs revision (CGouveia)

### Definition:

Under general supervision, Natural Resource Specialists II perform journey level professional work in the development, administration, analysis or implementation of programs to manage the land, water, mineral, forest, oil, gas, agricultural, natural and cultural history, parks, and related surface and subsurface resources of the state.

### Distinguishing Characteristics:

Natural Resource Specialists (NRS) perform a broad range of tasks associated with the stewardship and management of all state owned land, water and other natural resources except fish and wildlife. While most NRSs II are generalists, others perform work primarily or exclusively in one functional area.

NRSs II use independent judgment to perform research and analysis that includes evaluating the ramifications of alternative uses of land and resources in situations in which decisions have long term effects or may be irrevocable. Most NRS II positions are located in regional land management offices where incumbents perform a wide range of professional tasks; others perform similar tasks within organizational units with a narrower focus such as title research, land use plans, pipeline authorizations or oil and gas permits and leases. NRSs II typically work under one of three options: 1) prepare land management plans of moderate complexity and sensitivity; 2) adjudicate authorizations for resource use, which may include research and drafting best interest findings and coastal management analyses, approving complex permit applications, recommending mitigation measures to be placed on permits, scheduling and conducting field inspections, administering contracts for goods and services, issuing permits to individuals or companies to use state land, leasing or selling state land; or 3) conduct professional research related to the management of natural resources such as difficult title verifications. When performing lease and permit work, the NRS II develops stipulations for permits and leases that address issues raised during the public process. Preliminary decisions are reviewed and approved by higher level staff. NRSs II may serve as supervisors or working leaders of project teams consisting of professional and technical employees but the duties are not class controlling.

NRS II is distinguished from NRS I by the nature and complexity of the assignments and the level of responsibility in that the actions of the NRS II may have long term implications or irrevocable impacts on the use or ownership of state resources.

NRS II is distinguished from the NRS III by the requirement for the NRS III to provide comprehensive expertise in a specific natural resource management field and the political or economic sensitivity of issues routinely encountered in projects and decision-making.

Note: Positions excluded from the NRS series are those that primarily: 1) conduct investigations that require application of a specific scientific background such as hydrology, geology, or forestry; 2) perform specialized field services such as park or visitor protection or fire control; or 3) work in disciplines covered by specific job class specifications.

### Examples of Duties:

#### TITLE SEARCH

Determine if title to land is clear for the state to accept conveyance; negotiate acreage and restrictions or reservations or accept and reserve portions of the conveyance; resolve issues such as trespass, mining claims or relinquishment of land selections before accepting

title.

#### ADJUDICATION

Process difficult case files involving competing interests or controversy: hold conferences to understand and resolve conflicts; conduct public meetings or hearings that may be controversial in nature; identify nonstandard solutions to problems; conduct extensive research; review comments from agencies and the public as well as guides such as land and resource management principles, policies, statutes and regulations to make a determination in the best interest of the state.

Testify in court as a department representative; respond to appeals of permit decision made at the lower levels.

Lead teams involved in field investigations. Resolve trespass issues, including removal of personal property and site maintenance.

Draft land use contracts, lease amendments and extensions.

#### RESOURCE PLANNING AND MANAGEMENT

Research land status; write reports on resource issues; evaluate proposals for the use of resources; recommend policy alternatives.

Research and draft area management plans.

Design and conduct the public process.

Evaluate and comment on proposed mining reclamation plans in compliance with statutes.

Review and comment on development proposals in coastal zones affected by the Alaska Coastal Management Program; prepare and present evidence and data when proposed projects are found inconsistent with the Alaska Coastal Management Program or when appealed.

Provide planning assistance to local governments and other state agencies.

#### **Knowledge, Skills and Abilities:**

Working knowledge of the assigned natural resource management program.

Working knowledge of the statutes, regulations, policies, principles, procedures and techniques of land management, multi-resource management planning and land use classification procedures.

Working knowledge of research techniques and writing protocols.

Working knowledge of project management.

Working knowledge of public review processes.

Working knowledge of Geographic Information System technology used in the management of natural resources in the State of Alaska.

Basic skills in the use of standard computer operating systems and software.

Ability to interpret statutes, regulations and policies to issue a variety of permits.

Ability to independently adjudicate land use authorization requests.

Ability to prepare thorough factual reports.

Ability to prepare thorough contracts and other legal documents.

Ability to determine work priorities, allocate work, train staff and evaluate work.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively orally and in writing, including making presentations.

#### **Minimum Qualifications:**

A bachelor's degree from an accredited college in a natural resource field (such as forestry, geology, agronomy, and hydrology), public administration, planning, economics, cartography, or a closely related field.

OR:

Two years of entry level professional experience in natural resource management. The required experience includes work such as a Natural Resource Specialist I, Forester I, Park Ranger I, Geologist I, Hydrologist I, Agronomist I, Historian I, Archaeologist I, Environmental Specialist I, Recorder III, Cartographer I, or Planner I with the State of Alaska or the equivalent with another employer.

OR

One year of graduate study from an accredited institution (24 semester hours or 36 quarter hours of graduate level coursework equals one year) in a natural resource field (such as forestry, geology, agronomy, and hydrology), law, planning or public administration or a closely related field.

**Required Job Qualifications:**

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

**Special Note:**

For purposes of the minimum qualifications, natural resource management is defined as the management of the land, water, mineral, forest, oil, gas, agricultural, archaeological, natural and cultural history, park, and related surface and subsurface resources. Experience or education in natural resource management means involvement in the above resources exclusively. Those with experience or education in managing these resources may specialize in different management functions (for example, planning, regulation, research or title). All of this experience is applicable to the natural resource management definition. Some positions may require education in a particular area of natural resource management or specific technical knowledge and training gained through specialized education or progressively greater responsibilities at the lower levels of the series.

**Minimum Qualification Questions:**

Do you have a bachelor's degree from an accredited college in a natural resource field (such as forestry, geology, agronomy, and hydrology), public administration, planning, economics, cartography, or a closely related field?

**Or Substitution:**

Do you have two years of entry level professional experience in natural resource management? The required experience includes work such as a Natural Resource Specialist I, Forester I, Park Ranger I, Geologist I, Hydrologist I, Agronomist I, Historian I, Archaeologist I, Environmental Specialist I, Recorder III, Cartographer I, or Planner I with the State of Alaska or the equivalent with another employer.

**Or Substitution:**

Do you have one year of graduate study from an accredited institution (24 semester hours or 36 quarter hours of graduate level coursework equals one year) in a natural resource field (such as forestry, geology, agronomy, and hydrology), law, planning or public administration or a closely related field?